SEP 20 1956

MEMORANDIM FOR: Director of Training

SUBJECT : Jury Duty--

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seek an excuse from jury service for As you know, we rarely ask the courts to excuse our employees, and when we do it is only for the most imperative reasons. There are two reasons for this policy. First, we feel that the Agency should set a good example in encouraging its employees to fulfill their civic duties. It is certainly most important that able and intelligent individuals serve on juries whenever possible. The other reason for our strict policy is the very practical one that the fewer excuses we seek the better chance we have of being granted excuses when they are absolutely necessary.

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- 2. It is possible that will be excused for other reasons and past experience indicates that even if not excused he will probably serve only a part of the north for which he has been summoned.
- 3. I understand your position in whis and sympathize with you, but I feel certain that the Intelligence Techniques Course can be conducted competently by another of the many able men in your office.
- 4. Everything considered, I am sure you will agree that it is better policy in the long run not to seek excuses in cases such as this where we can get by during those days when the employee may actually be serving on a jury.

(signed) H. Gates Lleyd

H. GATES LLOYD Acting Deputy Director (Support)

OGC:JDM:bb Distribution

Orig & 1 - Addressee

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X - OGC W/basic . Reusmil 10 0